

# Equitable Services: Intent to Participate

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Equitable Services Ombudsman

[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

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## VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

## MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community





1

**ALL** Students Proficient and Showing Growth in All Assessed Areas



2

**EVERY** Student Graduates from High School and is Ready for College and Career



3

**EVERY** Child Has Access to a High-Quality Early Childhood Program

**EVERY** School Has Effective Teachers and Leaders

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**EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



**EVERY** School and District is Rated “C” or Higher

6



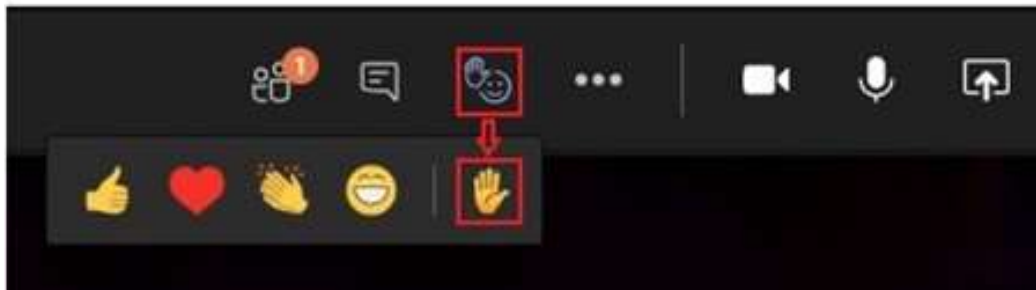
# Microsoft Teams Reminders

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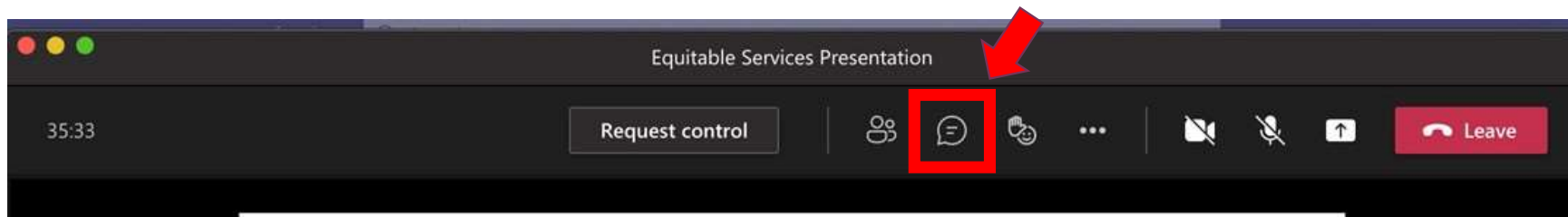
- Please mute yourself unless you have a question to reduce background noise
- Please cut the camera off to save bandwidth to reduce technical glitches
- Please ask questions throughout the presentation via chat or “raise hand” feature

### “Raise Hand” Feature

Just select **Show reactions** 🙌 in the meeting controls, and then choose **Raise your hand** 🙋. Everyone in the meeting will see that you've got your hand up.



### "Chat" Feature



- To use the **chat** feature in Teams, simply click the “Chat” icon. The **chat box** will appear on the right. Type your message in the chat box and click the “Send” icon to send your question.

- This session will be recorded to increase availability and access to the technical assistance session.
- Recording will be available as a resource.
- Presentation and recording will be updated in MCAPS, MDE Document Library, OFP University, 2024



# Agenda

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Today we will discuss:

- The Initial Contact and Intent to Participate form
- This form's proper use in the Equitable Services cycle

- The goal of this session is to provide technical assistance on how to use the *Initial Contact and Intent to Participate* form in the SY23-24 equitable services cycle.
- The objective is to have 100% of Federal Programs Directors convey this form to private schools located in the school district and upload the returned form (or evidence of follow-up).



# Equitable Services: Intent to Participate

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# Session Overview

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13

We will review:

School Year 2023-24 Equitable Services Cycle

- Closer Look: Initial Contact and Intent to Participate

# **SY 23-24**

# **Equitable Services Cycle**

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# Equitable Services Process at a Glance

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15

January: Search

**February: Initial Contact and Intent to Participate**

**February: Participation? (by March 10, upload returned form)**

March-May: Consultation – Equitable Services Plan

August: Service Provision begins when school begins

Ongoing Assessment and Monitoring

## Timeline – Search, Initial Contact, Participation

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16

[Equitable Services Timeline for School Year 2023-24 \(FY24\)](#)

(click to download, found in MCAPS MDE Doc Library)

**By Friday, February 3:** **Search** for private schools complete, and [SY23-24 \(FY24\) Initial Contact Letter and Intent to Participate](#) mailed.

## Timeline – Search, Initial Contact, Participation

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17

**By Friday, March 10:** Upload all returned Intent to Participate forms to MCAPS. If no response, upload proof of contact. If no private schools in your LEA, type “No Private Schools” on LEA letterhead, and upload.

## Timeline – Consultation, Title I-A matters, Plan

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18

**March 2023:** Begin consultation with each participating private school. If participating in Title I-A, determine low-income qualification for I-A funding generation.

# Closer Look:

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Initial Contact and Intent to Participate

# Initial Contact Letter and Intent to Participate

20

For the (K-5 and higher) private schools you have identified in your search, convey the [SY23-24 \(FY24\) Initial Contact Letter and Intent to Participate](#) form.

Daycares, preschools and early-learning centers without a K-5? No. They do not get sent a form, and do not get add

# Initial Contact Letter and Intent to Participate

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21

The *Initial Contact Letter* gives the private school an overview of equitable services, including brief snapshots of the various Title programs that require equitable services.

## Initial Contact Letter and Intent to Participate

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22

The private school is invited to participate in programs of its choice and asked to return the last page of the form – the *Intent to Participate* portion – indicating whether or not it will participate, and in which programs. Program choice is tentative at this point and must be discussed in more detail during consultation.

# Initial Contact Letter and Intent to Participate

23

In addition to email, LEAs should use “certified mail, return receipt requested” and retain proof of mailing and the signed “return receipt.”

Upload these evidentiary materials to your MCAPS LEA Doc Library, Intent-to-Participate folder, for monitors.

## Initial Contact Letter and Intent to Participate

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24

"Can I hand-deliver the form?"

Yes, if you know you'll get it back. If not, your evidence is lacking.

## Initial Contact Letter and Intent to Participate

25

If a private school has not responded within two weeks of mailing, **the LEA must begin additional contact attempts**, including phone calls and emails, and **retain phone log and email evidence (upload to MCAPS)**.

A private school remaining unresponsive past the 30-day deadline will be considered non-participating for SY23-24, absent good cause.

# Initial Contact Letter and Intent to Participate

26

When the *Intent to Participate* portion of the form is returned to you:

- Review the form (next slide)

# Initial Contact Letter and Intent to Participate

27

[Name of School District]

## Private School Intent to Participate for 2023-24 School Year

(to be completed by Private School and returned to School District)

Name of Private School:

Private School Address:

The business entity operating the Private School is (check the applicable box):

- ☐ A Nonprofit Corporation registered with the Mississippi Secretary of State.

If the Nonprofit Corporation's name differs from the above-stated "Name of Private School," include the Nonprofit Corporation's business name registered with the Mississippi Secretary of State, which must be findable using the MS Sec. State website's "business search" tool:

- ☐ Any other type of business entity or non-entity (not eligible for equitable services).

### Private School Representative

Name:	Title:	
Phone:	Email:	
Signature:		Date:
*My typed name serves as my electronic signature.		

- ☐ We do not intend to participate in any equitable services programs for school year 2023-24. (If choosing not to participate, stop here, and return this form to the school district.)

- ☐ Assuming we are determined during consultation to be eligible to participate, we intend to participate in the following 2023-24 equitable services programs identified in the contact letter as being offered:

- |                                     |                                     |                                     |                                      |
|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Title I-A  | <input type="checkbox"/> Title I-C  | <input type="checkbox"/> Title II-A | <input type="checkbox"/> Title III-A |
| <input type="checkbox"/> Title IV-A | <input type="checkbox"/> Title IV-B |                                     |                                      |

List the number of students currently enrolled in each grade at the Private School (**do not include pre-K**):

K		7
1		8
2		9
3		10
4		11
5		12
6		Total
# qualifying English Learners*:		
# qualifying Immigrant* students:		

- ☐ The Private School received equitable services during the preceding school year, or
- ☐ The Private School is seeking to receive equitable services for the first time.

If participating, the Private School will be contacted when this form is returned to the District.

**School District: Upload the returned form to MCAPS by March 10, 2023.**

\*For English Learner and Immigrant definitions see the *Glossary* at the link below.

<https://www2.ed.gov/policy/elsec/leg/essa/essatitleiiguidenglishlearners10219.pdf>

Initial Contact Letter and Intent to Participate (SY 2023-24)

# Initial Contact Letter and Intent to Participate

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28

- Check for nonprofit status
- Schedule a consultation meeting with the private school

## Initial Contact Letter and Intent to Participate

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29

To qualify for equitable services, the business entity operating the private school must be a nonprofit corporation registered with the MS Secretary of State. This business entity might be the school itself, a church operating the school, or the operating entity for a number of churches or schools.

## Initial Contact Letter and Intent to Participate

30

The operating entity must be checked on the [MS Sec. of State](#) website's business search feature. **A business name that will be findable by this search must be supplied on the *Intent to Participate* form.** If there is a problem, first double check with the private school.

# Initial Contact Letter and Intent to Participate

31

Do not make assumptions about a private school's corporate situation before receiving back the Intent to Participate form. **Only upon return of the form can you check for the non-profit status of the operating entity.** If there is any doubt, confusion or argument, contact the Ombudsman.

## Initial Contact Letter and Intent to Participate

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32

If the private school is participating, it should indicate the number of students in each grade level. These attendance numbers can be adjusted if needed during March consultation to match March attendance, from which equitable shares are calculated.

## Initial Contact Letter and Intent to Participate

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33

By March 10, LEAs must have uploaded all returned *Intent to Participate* forms to MCAPS.

If a private school never responded, the LEA must upload proof of mailing and documentation of additional contact attempts.

## Initial Contact Letter and Intent to Participate

34

Upload materials to: **LEA Document Library (2024 root folder) > 2024 > Equitable Services to Private Schools > FY24 Private School Intent to Participate**

**If the 2024 root folder is not available,** retain your materials. Upload when the folder becomes available.

# Resources

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Equitable Services forms are available for download from:

- The **MCAPS MDE Document Library**, Equitable Services to Private Schools (SY2023-24 folder)

Be sure to use FY24 forms, not FY23 or older forms.

# Questions?

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